



TO BE CONSIDERED

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Submission should include ALL of the following:

- Candidate's ability to meet the requirements as stated in the Qualifying Experience, License, and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.

Please submit resume, cover letter, record of accomplishments, verification of degrees, and current salary information to the following e-mail address: ExecutiveRecruitment@hr.lacounty.gov and indicate the position title of Senior Deputy Director, DCFS in the subject line of your e-mail. Materials received by December 3, 2013, will receive first consideration. Electronic submittals are preferred. Confidential inquiries welcomed to:

LAURA HEATON

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Department of Human Resources
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Los Angeles, CA 90012
213.974.2674 ph
213.613.4773 fax
lheaton@hr.lacounty.gov

This announcement may be downloaded from the County of Los Angeles website at: <http://hr.lacounty.gov>



Recruitment services provided by
the Department of Human Resources

COMPENSATION & BENEFITS

ANNUAL SALARY: \$135,574 — \$205,203 (MAPP RANGE R16). This position is subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP). Placement within the range will be commensurate with candidate's qualifications and current salary.

Benefits: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate will be eligible for participation in a contributory defined benefit plan. If the candidate is a "new member" of the County's defined benefit plan (LACERA) after January 1, 2013, that person's pensions will be limited under the Public Employees Pension Reform Act (PEPRA). For these purposes, a "new member" is someone who first becomes a member of LACERA after January 1, 2013 – that is, someone first employed by the County on or after December 1, 2012 – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. Details on PEPRA will be provided on request.
- **Cafeteria Benefit Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary.
- **Non-Elective Days** – Ten paid days per year with the option to buy an additional one to 20 elective annual leave days.
- **Flexible Spending Accounts** – Employees may contribute up to \$200 per month tax-free to a Health Care Spending Account and \$400 per month tax-free to a Dependent Care Spending Account. The County contributes \$75 per month to the Dependent Care Spending Account.
- **Savings Plan (401k)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that may include a County matching contribution up to 4% of employee's salary.
- **Holidays** – Eleven paid days per year.

SPECIAL INFORMATION

VOLUNTARY STATE AND FEDERAL INFORMATION — Pursuant to state and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper (without your name) attached to your resume. This page will be removed from your resume when it is received, kept confidential, and utilized solely for required statistical purposes.

SOCIAL SECURITY ACT OF 2004 — Section 419(c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45 %. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website at www.socialsecurity.gov, or call toll free (800) 772-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

THE COUNTY OF LOS ANGELES IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER

Career Opportunity County of Los Angeles



Senior Deputy Director, Children & Family Services (Unclassified)



Enriching lives through effective and caring service

Filing Period
November 6, 2013—Until the Position is Filled

ANNUAL SALARY: \$135,574 — \$205,203

THE COUNTY OF LOS ANGELES

With a population of over 10 million people, the County of Los Angeles (County) has more residents than any county in the nation, and within its boundaries are 88 cities. It is rich in cultural diversity and home to world-renowned museums, theaters, the nation’s motion picture industry, major universities, and numerous five-star restaurants.

The County is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors (Board) serves as both the executive and legislative authority of the largest and most complex county government in the United States. There are seven appointed positions (Auditor Controller, Chief Executive Officer, Chief Probation Officer, County Counsel, Director of Children and Family Services, Executive Officer of the Board of Supervisors, and Fire Chief) that report directly to the Board. The remaining 25 department heads report to the Chief Executive Officer. There are also three elected officials (Assessor, District Attorney, and Sheriff), for a total of thirty-five (35) major administrative units or departments that currently serve the needs of the County’s residents.

The County’s annual budget for fiscal year 2013-14 is \$25 billion, with funding for approximately 100,000 positions to serve its diverse population.



THE DEPARTMENT

Established in 1984, the Los Angeles County Department of Children and Family Services (DCFS) is the public agency charged with ensuring that children grow up safe, physically and emotionally healthy, educated and in permanent homes. DCFS works to ensure that all children have a connection to family, friends, schools and neighborhoods and provides services to children and their families when they are at-risk due to actual or potential child abuse, abandonment, neglect or exploitation.

In September 2012, DCFS completed a comprehensive Strategic Plan that guides operations over the next three to five years. To view the DCFS Strategic Plan click on: [DCFS Strategic Plan](#) or go to: http://www.lacdcfs.org/news/documents/DCFS_Strategic_Plan.pdf

The average daily caseload of about 45,500 active cases is administered by the DCFS through 18 offices located throughout Los Angeles County including metropolitan Los Angeles, the Antelope Valley, San Gabriel Valley, San Fernando Valley and the South Bay area. The department maintains a culturally diverse workforce and serves a culturally diverse county and communities. DCFS has an annual budget of more than \$1.8 billion and funding for approximately 7,300 positions.

THE POSITION

The Senior Deputy Director position is an unclassified position reporting to the Chief Deputy. This position will serve as risk manager for the department and act as liaison with County Counsel regarding legal advice and, opinions, and legal options on a variety of complex and sensitive issues.

KEY RESPONSIBILITIES

- Manages Risk Management Division Internal Affairs, and the Sensitive Case Unit;
- Serves as an advisor to the Department and executive management in the direction of risk management, and as liaison with County Counsel for legal activities concerning the Department;
- Prepares and vets plans for Corrective Action;
- Presents information to the County’s Claims Board;
- Meets with the Children’s Special Investigations Unit (CSIU) when necessary and oversees the implementation of recommendations from the CSIU;
- Serves as the day-to-day liaison with the Office of the County Counsel on issues of sensitive case, critical incidents and child fatalities;
- Serves as liaison with County Counsel regarding litigation, including but not limited to civil and criminal law;
- Collaborates with the management in reviewing litigation claims to address areas of concern, and to prevent and minimize future claims against the Department in a cost-effective manner;
- Confers with attorneys, County and State officials, and other stakeholders regarding the Department’s activities and the disposition of cases;

KEY RESPONSIBILITIES — CONTINUED

- Reviews proposed policies and processes in coordination with County Counsel to assure they comply fully with applicable laws and regulations, offering recommendations for change and/or clarification that support departmental strategies and initiatives;
- Provides regular reports and updates to the Department Head on current litigation, lawsuits, settlement conferences, as well as potential areas of litigation and/or concern;
- Reviews existing investigations and processes related to legal cases and issues and prepares facts, chronology, and major milestones of the circumstances;
- Provides direction to subordinate managers on the preparation of position papers and reports for the Director and Chief Deputy;
- Represents the Department at public meetings and hearings, interprets programs and policies to internal and external stakeholders, and maintains liaison with other jurisdictions.

QUALIFYING EDUCATION AND EXPERIENCE

A Master’s degree in social work or a Master’s degree in a related social science from an accredited college or university -AND- demonstrated experience in managing a major component of a city, county, state, federal department or agency or private entity with substantial responsibility for addressing risk management, internal investigations, legal liability or child welfare.

Such management experience must have included responsibility for the provision of advice to government officials or senior leadership.

LICENSE: A valid California Class “C” driver license or the ability to utilize an alternative method of transportation when needed

DCFS Mission Statement

The Department of Children and Family Services will practice a uniform service delivery model that measurably improves child safety, permanency, and access to effective and caring services.

DESIRABLE QUALIFICATIONS

- Admission to practice law in all courts of California;
- Progressively responsible experience in a variety of civil law specialties or areas;
- Demonstrated experience supervising and providing technical and administrative direction to non-attorney staff;
- Demonstrated experience preparing budgets and performing administrative duties related to managing the affairs of a law office or firm;
- Demonstrated experience with child welfare laws and issues;
- Demonstrated knowledge and understanding of the foster care and Dependency Court systems;
- Demonstrated experience with risk management issues;
- Extensive experience in the formation of risk management plans and strategies, including plans and strategies for alternate dispute resolution and settlement;
- Demonstrated ability to work effectively with elected officials, department staff and with various segments of the legal system.

THE SELECTION PROCESS

Each candidate’s background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes to be considered. Only the most qualified candidates will be invited to participate in the selection process.

NOTE: A background investigation will be completed on the candidates recommended for this position.

